

SCOTLAND'S GARDENS SCHEME

FOR DISTRICT USE:

OVERVIEW OF NEW FORMS AND HOW TO USE THEM

Overview of New Forms

There are four forms available for you to use in a “mix and match” fashion to record new openings, including:

New Garden Registration Form

New Contact Registration Form

Opening Dates & Times & Poster Orders Registration

Garden Groups & Events Registration Form

How to Register New Gardens

For new opening gardens, please fill out the **New Garden Registration Form**. It's probably best to ask the Garden Opener/Owner to do this so that they consider the Promotional Permissions and tags which describe their garden. Please note that an accurate Promotional Permission is important to be sure that we can promote the garden, and also to let us know when the Opener/Owner would prefer to apply restrictions to promotion.

Please fill out a **New Contact Registration Form** for every contact associated with the opening, noting that there must be at least one. Also note that contacts are individuals and so if, for example, both spouses wish to be registered then two forms should be completed.

Finally, please fill out the **Opening Dates & Times and Poster Order Form** for each new garden. Districts may prefer to complete this form on behalf of the opening garden. Please note that this is the first time we are collecting poster orders at the same time as opening information so do discuss this with the opener/owner.

How to Register Multiple Garden Openings (eg: Village, Group, Trails)

This new form, **Garden Groups & Events Registration Form**, should be used to register group openings and events, such as Village Openings, Group/Multi Garden, Trails, etc. This form allows you to identify the gardens opening within the group event, which is new. You don't need to identify each garden, and certainly sometimes you will not know all the specific gardens. But if you do it is recommended that you identify and, importantly, ask each of these gardens to fill out the **New Garden Registration Form** and **New Contact Registration Form(s)**. This is not required, but if completed it allows SGS to better acknowledge their efforts and provide better support.

There must be a “primary” contact for each group event to contact should there be any questions about the opening. There should be a **New Contact Registration Form** for this person if not already known and registered.

And finally, the **Opening Dates & Times and Poster Order Forms** should be completed for the opening event.

Highlights of Changes in 2018 Registration

Annual registration for gardens who have opened previously for us will be recorded on paper this year and instructions for this process will be provided separately. Highlights of 2018 information changes include:

- 2018 is designated by VisitScotland as The Year of Young People and we would recommend all gardens offer free admission for children.
- Two new “icons” will be added for our Guidebook and Website: Children's Activities and Public Transportation. (Note that SGS will provide a “Children's Activity Pack” for with ideas and examples).
- Please check Promotional Permissions (Garden Registration Form) carefully with each garden. Unless “yes” permission is offered, SGS will be unable to provide full promotional support for the opening.
- As it is new this year to link specific gardens to group openings, you likely will not have past information about these gardens. So try to pick up this garden information when possible, again as it will allow SGS to better acknowledge efforts and provide support.